

***CHAPTER VII***

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***PROJECT ORGANIZATION AND PLANNING***

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## **CHAPTER VII: PROJECT ORGANIZATION AND PLANNING**

This chapter presents an overview of the proposed project organization and planning framework for implementing the New Hampshire CJIS, emphasizing the importance of shared responsibility and participation by the different criminal justice agencies and the Judicial Branch.

### **A. PHASES OF CJIS DEVELOPMENT IN NEW HAMPSHIRE**

As noted in Exhibit VII-1, there will be three distinct phases of CJIS development in New Hampshire:

- o planning,
- o implementation, and
- o operations.

Each of these three phases involves distinct activities, outcomes, and requirements. The planning phase includes the development of this CJIS Master Plan but will also encompass ongoing planning activities that will continue throughout the development of the CJIS. The key activities in the planning stage will include setting priorities, obtaining and maintaining the support of participating organizations, making strategic decisions to implement the Master Plan, and setting policies and technical strategies. The expected outcomes of the planning phase will include funding, legislation and approval by key policy makers.

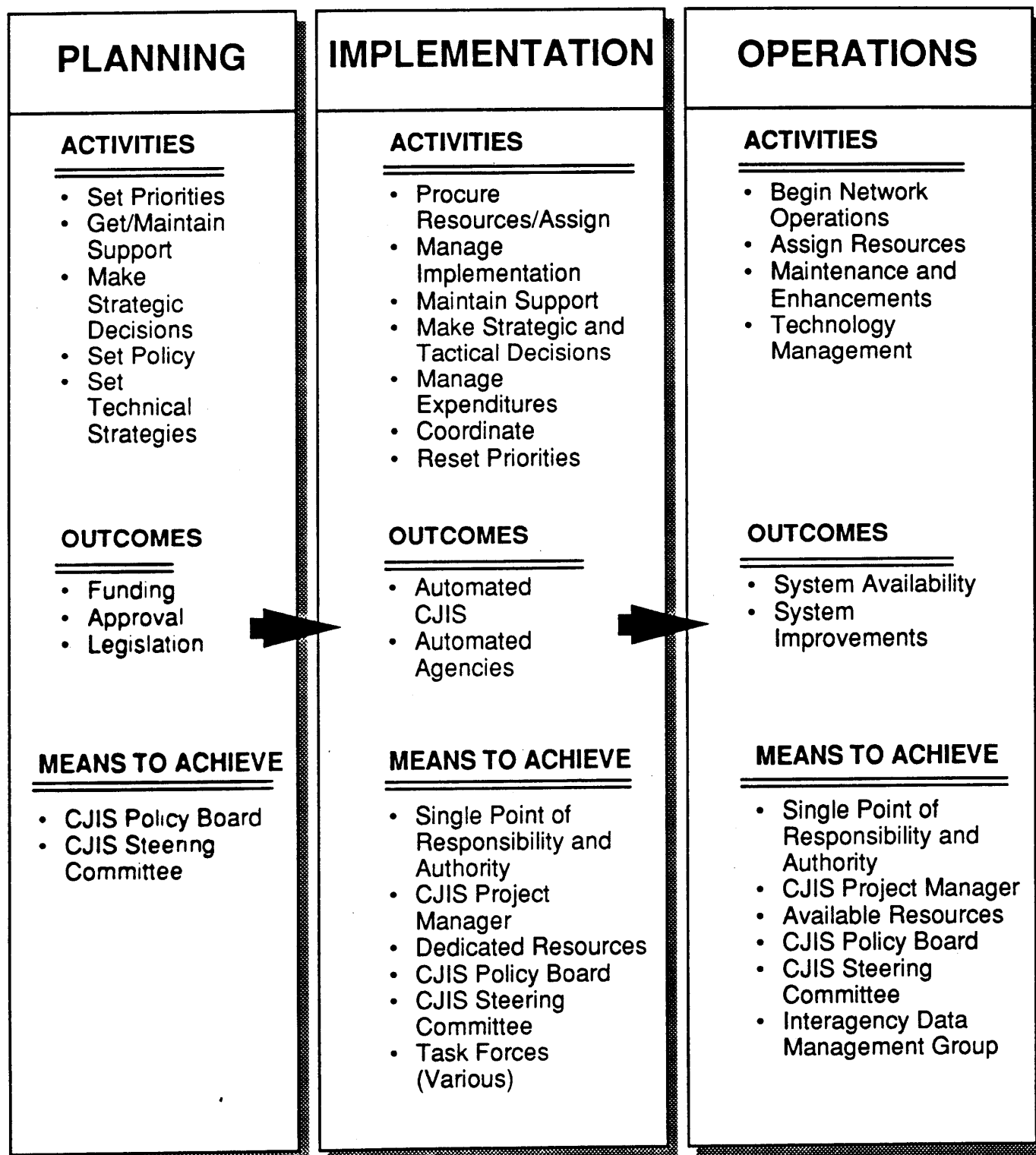
The implementation phase involves those activities to procure the necessary resources to actually design, program, test, and implement the CJIS system. The operations phase involves maintaining and enhancing the system.

### **B. ORGANIZATION OF CJIS PLANNING AND IMPLEMENTATION PHASES**

The proposed organization chart is depicted in Exhibit VII-2.

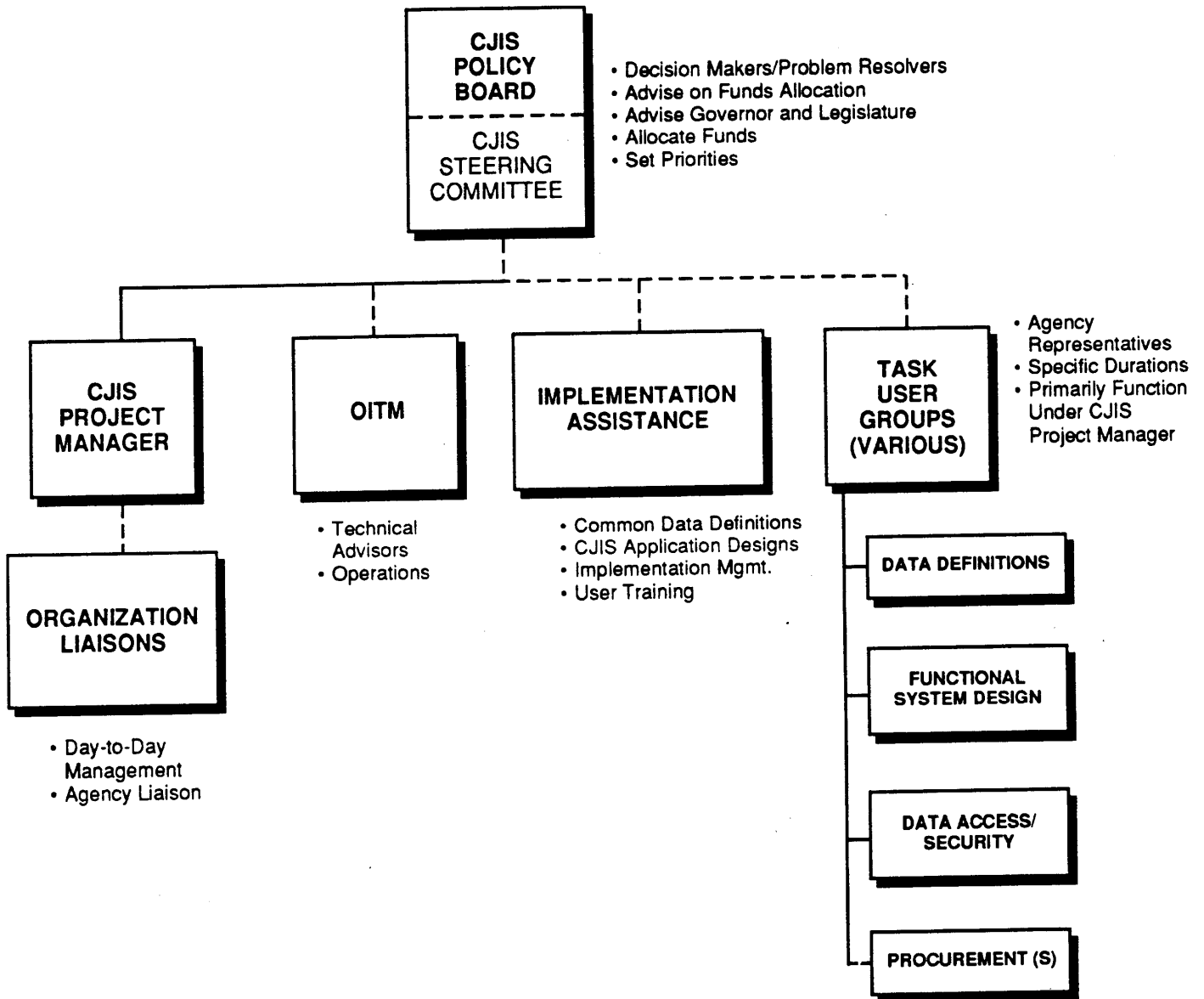
To ensure the success of CJIS planning activities throughout the course of the CJIS initiative, MAXIMUS recommends the establishment of a CJIS Policy Board and a CJIS

## Exhibit VII-1 CJIS DEVELOPMENT PHASES



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**Exhibit VII-2**  
**RECOMMENDED ORGANIZATION**  
**FOR NEW HAMPSHIRE'S PLANNING AND IMPLEMENTATION PHASES**



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Steering Committee comprised of representatives of all participating organizations. Each criminal justice agency would have one member of the Steering Committee appointed by the head of the agency. Where there is unanimous agreement on any issue brought to the Steering Committee, a decision will be deemed to have been made. Where there is not a unanimous agreement, the issue will be directed to the CJIS Policy Board for evaluation.

The CJIS Policy Board will consist of two members. One will be appointed by the Governor and one will be appointed by the Chief Justice of the Supreme Court. All decisions made at this level will be final.

As indicated in the exhibit, we recommend the procurement of a CJIS Project Manager who would be responsible to the CJIS Policy Board and CJIS Steering Committee. The CJIS Project Manager would interface with agency liaisons, representatives of the Judicial Branch, and OITM. Operating under the direction of the CJIS Steering Committee, the CJIS Project Manager would be responsible for various types of implementation assistance, such as working with different participating organizations to develop common data definitions, CJIS application designs, implementation management, and user training. An OITM representative should be on the Steering Committee as a technical advisor.

In Chapter VI, we identified the program analyst, programmer, testing, and training resources that will be required in each agency to program, test, and implement the modules. Although these resources will report directly to their respective agencies, they will report to the Steering Committee on a "dotted line" basis and should meet together regularly throughout the project to coordinate activities and share experiences.

There will be various user groups that need to be assembled at the proper time throughout the planning and implementation phases of the project. For example, one group will need to help with the functional design and sign off of the final design. Another must deal with the important issues of data access/security.

### **C. AGENCY FUNDING**

In order to ensure that all criminal justice agencies are working together on the same modules at the same time, all agencies should be asked to "sign off" on this plan and then on

the basic designs. Before the necessary funds for the equipment and personnel associated with a module are actually allotted to an agency the agency should be asked to sign a statement agreeing to program, test, and implement that module on the same agreed upon timetable.